

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
REMINGTON, VERNICK & VENA ENGINEERS
TO SERVE AS
MECHANICAL ENGINEER**

WHEREAS, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

WHEREAS, Director Eric Chaszar determined there is a need to procure Mechanical Engineering services for general and specialized projects; and

WHEREAS, municipal facility structures covered include: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and the Public Works facility; and

WHEREAS, on October 5, 2015, the Township Council approved resolution 267-10.15 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 13, 2015; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO16018 to Remington, Vernick & Vena Engineers (3 Jocama Blvd. Suite 2, Old Bridge, New Jersey 08857) to serve as Municipal Mechanical Engineer for calendar year 2016; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted and determined the proposal submitted by Remington, Vernick & Vena Engineers to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Remington, Vernick & Vena Engineers to serve as Municipal Mechanical Engineer for calendar year 2016; and

WHEREAS, Remington, Vernick & Vena Engineers shall be compensated for these services as outlined within their contract for an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 6-01-26-310-000-200 for services ending June 30, 2016 and the balance of funds shall be certified upon the appropriation of funds in FY2017.

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2016, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Remington, Vernick & Vena Engineers to serve as Municipal Mechanical Engineer for calendar year 2016 with an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
MECHANICAL ENGINEER
REQUEST FOR PROPOSAL PRO16018
DECEMBER 22, 2015

The Township of North Brunswick seeks a qualified firm to serve as mechanical engineer for the municipality in 2016. A three person committee evaluated the proposals comprised of the following individuals:

Robert Lombard, Business Administrator
Justine Progebin, Assistant Business Administrator
Eric Chaszar, Acting Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to reviewed proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service- 0-30 points
- Prior Experience similar projects- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing mode- 0-20points

On October 5, 2015, the Township Council passed resolution 267-10.15 authorizing the solicitation of proposals for said service. The following proposal was received by the submission deadline of November 13, 2015.

Remington & Vernick Engineers
232 Kings Highway East
Haddonfield, NJ 08033

The committee members all individually reviewed each proposal and then met together on December 2, 2015. The committee discussed the proposal, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores.

A group discussion on historical knowledge highlighted that Remington & Vernick Engineers has worked on several Township projects including generators, boiler replacements, and are currently engaged in a generator for the Municipal Bldg.

Remington & Vernick Engineers received the highest points overall at 250. No other proposals were received.

As a result of its evaluation on December 2, 2015, the committee recommends that Remington & Vernick Engineers be awarded the 2016 contract based upon overall scoring on the criteria established and review of the proposal.